

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Law Clerk (Part-Time) #06-14
Not To Exceed Date:	One to Two Year Appointment
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	\$26,880 - \$58,853 (JSP 11-14)*

***Depending upon qualifications, experience and federal clerkship**

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for a part time Law Clerk position to a U.S. District Judge in Dallas, Texas. A law clerk to a U.S. District court judge performs substantive review, research, and writing and is responsible for preparing bench memos and orders on matters pending before the judge. Appointment longevity is to be determined at the sole discretion of the judge, but will be a clerkship for one to two years.

QUALIFICATIONS: To qualify for the position of law clerk a person must be a graduate of an accredited law school, have excellent academic credits, possess superior legal research, and writing skills, and be proficient in computer-assisted research, Windows, and WordPerfect. Bar membership, federal clerkship, and federal litigation experience is preferred, as well as experience on the editorial board of law review, moot court, and/or publication in a law review journal.

BENEFITS: Employees of the U.S. District Court are entitled to benefits which include health and life insurance programs, scheduled holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The selection of a qualified candidate will be contingent upon the results of a mandatory fingerprint and criminal background records check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

Submit resume with salary history and law school transcript to:

Loretta Robinson

Human Resources Manager

U.S. District Court - Northern District of Texas

1100 Commerce Street, Room 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #06-14 will not be considered

***** The Court is an Equal Opportunity Employer *****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case-by-case basis.